



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



GRAPHIC DESIGNER/COPYWRITER

\$18.71 - \$30.23 HOURLY

DESCRIPTION OF DUTIES: Performs a variety of creative tasks related to producing print and electronic publications and multi-media projects, including copywriting and graphic design. Some administrative duties. Develops, organizes and conducts specialized research and other programs as designated by supervisor.

REQUIREMENTS: Bachelor's degree in Communications/Marketing/Graphic Design or a related field and one (1) full year full-time responsible experience in multi-media graphic/visual arts, advertising, journalism, copywriting and editing and proficiency in desktop publishing (PC environment) and writing. Experience may substitute for education on a year-for-year basis.

DESIRES: Detail oriented and multi-tasker. Considerable knowledge of Adobe Publishing Suite (PageMaker, Illustrator, PhotoShop) and/or Quark Xpress or In-Design, HTML/CSS, Dreamweaver, FrontPage, Flash, Image Ready, Microsoft Office, and other web platform. Considerable knowledge of modern office equipment. Ability to establish and maintain effective working relationships with other employees, City officials, and the general public. Some Spanish.

SUPERVISION RECEIVED: Specific assignments are received from an administrative superior. Work is performed with some supervision, allowing some latitude for use of independent judgment in the selection of work methods and procedures. Work is reviewed for compliance with departmental and City's objectives and standards.

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
Email: jobs@miamibeachfl.gov
ATTENTION: GDC-ANN

CLASS NO: **2120**
UC NO: **0588UO**

EOE/AA/ADA/VET PREF PER FL LAW